



Training Seminars & Conferences  
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An Intensive 5-Day Training Course

# Project Scheduling and Cost Control

## PROGRAMME SUMMARY

This Project Scheduling and Cost Control training course addresses both the “hard” skills and the “soft” skills needed by project managers to plan and control projects. The “hard” skills are the technical issues related to planning and managing a project, while the “soft” skills deal with the human issues.

The goal of this programme is to assist organizations in developing project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organization, and their role in leading the way to better performance and profits.

| Date             | Venue  | Fee(\$)    |
|------------------|--------|------------|
| 04 - 08 Oct 2021 | London | US\$ 5,950 |

## INTRODUCTION

Project Management is the application of concepts, and techniques to maximize project success. Projects are critical to the success of any organization, and are defined as a set of processes performed within a specified scope to achieve a goal within a specified time, budget, quality, and resources. Conflict is an inevitable consequence of project work as there is constant pressure to achieve targets within strict time and resource constraints.

Covering the entire project life cycle, this programme is based on the best practices found in the Project Management Institute’s A Guide to the Project Management Body of Knowledge (PMBOK® Guide). It will demonstrate how to initiate a project, produce a project management plan, execute, monitor and control the project, which when complete, will need to be closed down. It provides the tools, skills and techniques that you can take back immediately and start using on the project; along with insights you’ll need to adapt principles to specific project environments.

### In this training course, in addition you will:

- Understand the roles of stakeholders in a project
- Understand techniques for estimating time and cost
- Manage projects in a way that improves their impact
- Become a better decision-maker
- Improve the interface with senior management

Online learning service available 



## TRAINING METHODOLOGY

Project planning, scheduling, and Management is taught through case studies, group exercises, and examples that can be used immediately to improve your project results.

## PROGRAMME OBJECTIVES

- Establish project goals and objectives, linked to stakeholders' needs
- Develop and use work breakdown structures
- Develop realistic and measurable plans to ensure positive results
- Estimate project time and costs using proven techniques
- Use a step-by-step process to manage project risk
- Establish a project control system and monitor progress

### QUALITY CERTIFICATIONS & ACCREDITATIONS



The PMI® Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

## In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.



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# COURSE OUTLINE



## Day 1

### Foundations of Project Management

- What is project management?
- The life cycle of a project
- Who are the stakeholders?
- Project Initiation
- The project charter
- Project financial analysis
- Cash flow analysis
- Real and nominal interest rates

## Day 2

### Project Planning and Scheduling

- Scope definition
- Developing the Work Breakdown Structure
- Estimating
- Identifying costs
- Network scheduling
- Finding the critical path

## Day 3

### Schedule The Work And Risk Management

- Milestones
- Techniques to make up time in the schedule
- The Basic Foundations of Risk Management
- Types of risk, threats and opportunities
- Determining risk tolerances
- Risk management Planning
- Risk identification
- Risk qualification
- Risk quantification
- Risk Strategies

## Day 4

### Project Execution, Monitoring And Control

- Managing the project team
- Project deliverables tracking
- Project Control definition, objectives and approach
- The Earned Value Management (EVM) concept:
- Integrated change control
- Quality assurance and quality control (QA/QC)
- Communication and documentation control

## Day 5

### Advanced Planning & Control

- Linear Scheduling Management (LSM)
- Lean Project Management basics
- Project closure

# Project Scheduling and Cost Control



Date

Venue

Fee(\$)

04 - 08 Oct 2021

London

US\$ 5,950

This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\*

## Your Details

Name (Mr/Ms):.....  
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## Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
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Email: .....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

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### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

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